



ARIZONA DEPARTMENT OF TRANSPORTATION

INTERMODAL TRANSPORTATION DIVISION
ENGINEERING CONSULTANTS SECTION
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INFORMATION BULLETIN 98-13

TO: CONSULTANTS

FROM: ENGINEERING CONSULTANTS SECTION *PuB*

SUBJECT: STATEMENT OF QUALIFICATIONS TYPE SIZE REQUIREMENTS

The Engineering Consultants Section (ECS) and some consultants have had difficulties with the Statement Of Qualifications (SOQ) type size requirements. It has been necessary to reject SOQ's which was not the purpose of the requirements. Most rejections could have been avoided if the consultant had checked the entire proposal to assure that it was in compliance.

When SOQ's are rejected questions are usually raised about the instructions. In an effort to make the requirements perfectly clear the following instructions now apply to all SOQ's:

All Text in the proposal must comply with the typeface requirement of "Times New Roman" or comparable, minimum font size 12 (uncondensed), single line spacing, and comply with the original software specifications regarding letter and line spaces. This includes the introductory letter and data that supports information in the text that is outlined or boxed. The only exceptions to the type size requirements are graphs, charts, maps, and captions.

This Information Bulletin is an example of the appropriate type size and line spacing. If you have any questions regarding this Bulletin or the type size requirements please call the Engineering Consultants Section at 602-255-7525. We do not want to reject any SOQ's for failing to comply with the requirements.